

**Instructions for completing the “Worksheet to Determine Funding Sources for Administrative Costs related to Healthy Families**

This Worksheet (with formulas) has been developed to assist counties in completing the “Source of Funds” Boxes on the CCS Administrative Budget Summary.

- A. Complete the CCS Administrative Budget Worksheet as usual.
- B. Transfer amounts to the Category/Line Items Boxes as usual (top set of boxes)
- C. Source of Funds boxes, Columns 1 and 2 have been changed to include Healthy Families (columns 3, 4 & 5 remain as usual).
- D. To complete Column 2 in the Source of Funds Box (Non Medi-Cal County/State), please complete the Worksheet as follows:

**Caseload Percentages**

- 1. Line 1(a): enter the Total Non Medi-Cal Caseload from the Caseload Box on the Budget Summary.
- 2. Line 2(a): enter the Total Healthy Families Caseload from the Caseload Box on the Budget Summary. Divide line 2(a) by the total Non Medi-Cal Caseload on Line 1(a) and enter the percentage on line 2(b).
- 3. Line 3(a): enter the Total CCS Caseload (from the Caseload Box on the Budget Summary. Divide line 3(a) by the total Non Medi-Cal Caseload on Line 1(a) and enter the percentage on line 3(b).

**Source of Funds – Straight CCS**

- 4. Line 4(a), enter the Budget Grand Total for Non Medi-Cal (from the Budget Summary, Column 2).
- 5. Line 5(a), determine the Total Straight CCS Dollars by multiplying the Total Non Medi-Cal Dollars (line 4(a)) by the CCS Percentage (line 3b) **(calculated automatically by formula on the worksheet).**
- 6. Line 6(b): multiply the total Straight CCS Dollars (column 5(a) by 50 percent and enter on line 6(b) to get the State share of Straight CCS (shared 50/50 by State/County) **(calculated automatically by formula on the worksheet).**
- 7. Line 7(b): subtract line 6(b) from line 5(a) to get County Match dollars **(calculated automatically by formula on the worksheet).**

**Source of Funds – CCS Healthy Families**

8. Line 8(b): Determine the Total Health Families Dollars by multiplying the HF percentage (line 2(b)) by the Total Straight CCS Dollars (Line 5(a)) **(calculated automatically by formula on the worksheet)**.
9. Line 9(a): Determine the Total State/County Share (35%) by multiplying the total Healthy Families Dollars (Line 8(a)) by 35 percent **(calculated automatically by formula on the worksheet)**.
10. Line 10(b) Determine State Share of the Total State/County Healthy Families Dollars by multiplying Line 9(a) by 50 percent **(calculated automatically by formula on the worksheet)**.
11. Line 11(b): Determine County Share of the Total State/County Healthy Families Dollars by subtracting Line 10(b) from Line 9(a) **(calculated automatically by formula on the worksheet)**.
12. Line 12(b): Determine Federal Title XXI (65%) dollars by multiplying Total Healthy Families dollars (line 8(a)) by 65 percent **(calculated automatically by formula on the worksheet)**.

Transfer Lines 6(b), 7(b), 10(b), 11(b), and 12(b) to the Budget Summary, Source of Funds Box, Column 2.